



Board of Directors Meeting Minutes

February 17, 2023

CALL TO ORDER

The following represents the Board members in attendance at the meeting, which was held in-person and via Teams Meeting:

<u>Board Members:</u>		
President	Mike Worlton	Present
President Elect	Jeanne Jensen	Present
Vice President	Alan Forrest	Absent
Secretary	Mike Caruso	Present
Treasurer	John Masche	Present – V
Past President	Brandy “Bandy” Kelso	Present
AWWA Director	Darlene Helm	Present
WEF Delegate	Amy Baker	Absent
WEF Delegate (at-large)	Doug Kobrick	Present – V
Director	Craig Caggiano	Present – V
Director	Karla Guerra Camou	Present
Director	Anupa Jain	Present
Director	Jason Joynes	Present
Director	John Kmiec	Present
Director	Lisa Melton	Present – V
Director	Nashita Naureen	Present
Director	Art Nunez	Present
Director	Lisa Snyders	Present - V
<u>Staff:</u>		
Executive Director	Suzanne Durkin-Bighorn	Present
Chief Technology Officer	Mike Zduniak	Present – V
<u>Guests:</u>		
Andrea Odegard-Begay	Amanda Jones	
Brett Lytle – V	Adam Wong – V	
Patrick Goodfellow	Brindha Dhanasekaran - V	V = virtual attendee

1. Call to Order

- a. Call to Order / Roll – 9:31am
 - i. Roll was called, quorum was present.
- b. ** Presentation of the January Minutes were presented with note to the additional information added after the last meeting for WEF / TriState.

Motion by Mike Caruso, second by Amanda Jones to approve the January AZ Water Board Meeting minutes as presented. Motion passed by verbal acclamation.

- c. Equity Moment by Art Nunez – MARC (Men Advocating Real Change) workshop in Edmonton advocating gender equity. Female's stories of roadblocks needing to overcome b/c she was female & wanted to have a family ... story of escalator vs. stairs. 2-day workshop was after equity moment was introduced & shared & received very well. Thursday – wear pink day and company-wide bulletin to start meetings w/ an equity moment (at EPCOR)

*Items in Executive Session

**Items heard out of order

- i. March equity moment by Nashita Naureen / Brandy – April

2. Engagement Council Update

- a. Merger of Member Involvement & Education Councils (11 committees) – Co-Chaired by Brindha Dhanasekaran & Heather Tugaoen
- b. Awards – Awards due 2/17 (Sarah chair since 2016); new award for customer service professionals
- c. Conference – Registration opened 1/25; new photo booth / round tables / awards over lunch
- d. Communications – Water Prof week same as conference; Kahao Kim next chair
- e. Phoenix Technical Luncheon – New venue ... cancelled last 2 due to low attendance; difficult to transition to new leadership
- f. Tucson Technical Luncheon - Good attendance; 2/17 next lunch
- g. YP – hike 2/18, conference activities (including service project ... have not used Phoenix Community Tool bank); 3 attending the YP summit in Sac, CA. Want Dinner w/ Board
- h. WFP – 5K in March; Tucson golf event desired; looking for Vice chair
- i. Operators Network – Kevin currently leading ... little communication recently, but next meeting 3/6; working w/ tristate for Ops challenge in '24 & webpage & review awards submissions
- j. Scholarship – Jacob Rex
- k. TriState – Tom G
- l. Member Services – haven't met in 6 mo
- m. ** NOTED Engagement Council brought up the desire to restart Dinner with the Board. Put on next Board Mtg to put on calendar for date / location (plan for early April). Association reimburse for cost of food.

3. Council Chair Meeting Report

- a. Met 2/15 w/ council chairs; looked at org chart & many changes have happened.
- b. Desire for leadership changes occur at same time (at conference); will add revision date to next update
- c. Succession planning ... suggested having Member Services committee to help ID opportunities for growth
- d. Duties of Council chairs ... write up for them for the calendaring of things going on (Jason, Craig, Clayton) on the same schedule to be inserted into Leadership schedule
- e. Recognition ... Member Services discussed thank you letters to employers for their leadership
- f. Council Chairs to invite to Board Meeting at Conference (only concern is space)
- g. Concept of JEDI being under a council mentioned but desired to maintain current structure.
- h. Need to standardize how meetings are put on calendar to include virtual, association link to avoid the need for one person to be the one person. Desire to "ad on" a zoom link to prevent from someone needing to do it manually.
- i. Auditing the association emails

*Items in Executive Session

**Items heard out of order

4. Leadership Series Update

- a. 17 registrations (15 for the full 4-part series); 1st at Corbins (WaveMaster Sponsor) and Scottsdale's Water Campus 2/28.
- b. Needed 20 to break even ... on track.
- c. Identified speakers / dates for remaining events. Encourage additional registration.
- d. Feedback analysis for success ... equitable way; solicited outside professional ... so far good mix of owners, contractors, consultants. Metrics ... establish cohort to check in regularly w/ text message series to confirm feedback.
- e. Attempt to record lunch sessions ... but not do hybrid.
- f. Summer retreat could have Adam facilitate portion of content to set up plan for the year may be good use of that time at the retreat.
- g. ** Rockstar (Adam Wong) presented background of how something might work for AZ Water. Real hands-on driven discussion of topics (balanced between construction & office professionals to not focus only on one or the other). How to evaluate afterwards.

5. Strategic Plan Review / Progress Check

- a. Review of vision & mission
- b. Review of areas – review where we are from a board perspective & which committee may be able to assist
 - i. Career Development – provide education - doing well (conference, leadership series, etc.). committees confident in putting things on. Attract & inspire talent – has been less of a focus (veterans, formerly incarcerated) ... Jeanne mentioned group; e-week/ops in a box (intra water ops program – bayworks). Phoenix veterans job fair next week. Apprenticeship \$ available to compete & pay to obtain a skill (Willie Higgins at Dept of Labor) and help facilitate. Need to identify how to champion (at council / committee level)
 - ii. Collaboration & Community Engagement – educate / engage communities – TIQ has reinvigorated, legislative committee getting off ground, YPs & K-12 outreach, website / communications expansion (need more content creation); Networking & collaboration ... similar engagement bullet, missing opportunities to piggyback w/ other prof. orgs. (passionate members active in other orgs & find ways to collaborate) .. ASCE – have water track at annual meeting (can collaborate more), Tri-State ... can also collaborate w/ other Mas (nearby), reconnected w/ IPCA for training. Rural Water, Water Reuse, WFP. Conference committee reaching out to elected leaders to reception to engage w/ them more
 - iii. Safe Water for Healthy Communities – advocate for water – supporting advocacy and potential for communities w/ rate cases need support at local meetings, ACC rate cases want smaller ... need to send people out. Create “elevator speech”

*Items in Executive Session

**Items heard out of order

6. Board Member Roles on Committees

- a. Craig council Board liaison's purpose ... pass through both direction & facilitate ... not run the committees (need to step back to allow the future leaders to grow).
- b. Good to make sure clear on each role of officers, etc. to write up and available to all (insert in leadership committee / manual).

7. Annual Conference Update

- a. Registration open .. handful of sponsors remaining
- b. Board will help at the conference ... signup to do different things. Greeters @ registration & direct to correct spot ... help at info booth, membership table, etc.
- c. Need a way to identify board members.

8. See AZ AWWA Minutes

9. Board Development

- a. Jason reviewed results of 4 interviewees for Board Development training; Gabriel Eckhart selected.
- b. April 10 & 11 selected for date in lieu of board meeting ... mandatory, in person meeting desired.
- c. Request \$2850 + travel & expenses to cover up to \$4500

Motion by Darlene Helm, second by Brandy Kelso to approve spending \$4500 on formal board development training as presented. Motion passed by verbal acclamation.

10. ** Northern Arizona Water Professionals Appreciation Week

- a. Doug described an event sponsored last year which AZ Water sponsored. Proposed to do the same \$500 sponsorship again this year within the \$10,000 discretionary funds (no vote needed). Will be in May.

11. ** WEF Delegate Report

- a. MA Excellence Awards – Due March 31st ... AZ Water should apply
- b. MA Grant – AZ Water should apply (\$62.5k remaining to be distributed) ... should offer a match. Scoring rubric is being slightly changed (next round in June).
 - i. Submit ideas to Suzanne
- c. HOD Workgroup & Committee Activities
- d. See report for Upcoming WEF Events in 2023
 - i. Collection System Surveillance System March 7 at Tempe Public Library – want 30 local members – including 12 WW utility, state & health department reps, Indian health, WEF staff, MA, etc.
- e. Fly-in events April 25-26, 2023 (different than AWWA's fly-in). Doug, Amy (maybe), and Board Member & YP to attend
- f. Three WEFMAXs
 - i. WEFMAX's – St. Louis (April 12-14); Denver (May 3-5) – Doug; PEI (May 24-26) – Amy & Alan attending; virtual

*Items in Executive Session

**Items heard out of order

12. ** Tri-State Update

- a. See report for information; highlights below.
- b. Planning / Board Meetings – 2/9-10/2023
 - i. Hallway/lunch crowd reduction strategies
 - ii. Bookeeper
 - iii. Code of Conduct Policy
 - iv. Operations Challenge (Rey Aldava – Surprise – gave presentation)
- c. 2023 conference
 - i. August 7-10th at Southpoint Hotel in LV
 - ii. Tristate abstracts extended to February 17, 2023 (200 rec'd, 189 needed)
 - iii. Attendee registration March 22nd; price increase July 14th (\$99 to \$125)
 - iv. 496 booths @ \$1000/booth – sponsor registration March 8th; regular March 22nd
- d. Same Auditor / Tax preparer will be used for 2023

13. Treasurer Report

- a. Fiscally sound; \$1.57M total; ~\$678k – special activities; ~\$897k – general purposes
2/13 snapshot - ~\$362k checking; ~\$241k savings; AZ AWWA \$121k; CC balance \$3k
 - i. AZ AWWA paid AZ Water for 2021 & 2022 expenses
- b. Vanguard scholarship - \$265k; Vanguard general - \$409k
- c. Financial data chart was incorrect, error fixed.
- d. 2022 EOY efforts ... Conference actuals exceeded budget, M&G expenses were lower than budget, M&G Affiliate expenses were higher than budget; EOY actual ~\$43k (positive) - ~\$25k higher than budget
- e. Put ½ of “profit” into general reserve and the other in scholarship (Vanguard accounts)

14. Association Update

- a. Q2 Kachina deadline 3/7
- b. Business Ops & Leadership Manuals on-going
- c. JEDI – webpage updates near completion
- d. Challenge Coins – ordered – 4-6 weeks to obtain and will have ready for conference (purposefully did not include national partners as this is an AZ Water only focus)
- e. 2023 event submissions – Created on-stop shop template for calendar update requests (including committee meeting, calendar hold, or event)
- f. ACC Annual filing complete
- g. Attended Membership Summit in Denver
- h. YM meetings for website update

15. Executive Session

No executive session held.

16. Board Meetings

- a. New desire to have Board meetings in person (mainly at GHD) only (with a call in number for those unable to attend. July retreat & May conference will be in-person only.

*Items in Executive Session

**Items heard out of order

- b. Exec Board meeting will remain all virtual but day/time will be reviewed; invitations to be sent separately

Motion made to adjourn meeting at 11:30am by Nashita Naureen, seconded by Jason Joynes; minutes were recorded by Mike Caruso.

Action Item Review			
Due Date	Item	Responsible	Status
Deferred	Food and Beverage Policy	Masche	Postponed
Deferred	Utility Forum Committee (UFC) – Solicit Interest	Freed/Thomure	Delayed

*Items in Executive Session

**Items heard out of order